TITLE: GRID PLACEMENT FOR PART-TIME FACULTY

EFFECTIVE DATE: January 1, 2005

PRACTICE:

The College will compensate part-time faculty members in accordance with the FARDC Collective Agreement respecting Article 10.2 Part-Time Members’ Salaries, Article 10.3 Placement in Grades and Article 10.4 Placement on Step; Part-Time Instructors.

GUIDELINES:

The following guidelines will be applied when employing part-time instructors with directly related experience:

1. When the prospective part-time instructor has had 4 or more years of satisfactory full-time employment at Red Deer College with the same duties or in the same discipline as the part-time position and when the individual’s most recent employment with the College was within the previous 3 years, the part-time instructor will normally be placed on Step 4 of the Part-Time Faculty grid. (Article 10.1)

2. When the prospective part-time instructor has had less than 4 years of satisfactory full-time employment at Red Deer College with the same duties or in the same discipline as the part-time position, and when the individual’s most recent employment with the College was within the previous 3 years, the part-time instructor will normally be placed on a Step equivalent to their accumulated years of experience. (Article 10.1)

3. When the prospective part-time instructor has not been previously employed by Red Deer College or when the individual’s most recent experience at Red Deer College occurred more than 3 years prior to this position, the instructor’s experience will be pro-rated where the equivalent of 2 years’ experience will be credited with 1 year on the grid.

4. When recognizing the experience of the faculty member it is necessary to consider the specific requirements of the part-time position. Normally, experience with teaching at the College level is the most significant consideration but other kinds of experience may also be considered. For example, if the part-time position requires experience in the field (that is, non-teaching experience), years of field experience may be considered and recognized in the grid placement at the discretion of the Dean.
PROCEDURE:

1. Associate Deans are normally responsible for the hiring of part-time faculty members, as delegated by the Dean. As such, the Associate Dean will be responsible for the placement of part-time faculty on the grid applying the guidelines specified.

2. If an exception to these guidelines is required, the Associate Dean consults with the Dean to determine appropriate grid placement.

ACCOUNTABILITY:  
Vice President Academic

RESPONSIBILITY:  
Associate Deans, Deans, Vice President Academic

Consultation for Review:  
Associate Deans, Deans, Vice President of Human Resources

Practice Review Date:  
January 2006